



Neighborhood Health – WIC Client Services Representative
Full-time, 40 Hours

As a patient-centered medical community, Neighborhood Health is committed to building healthier communities by delivering quality, comprehensive care. We offer medical, dental, vision, and behavioral health services, along with the women's, infants, and children's (Indiana WIC) program, all in one convenient, centralized location.

Neighborhood Health is seeking a WIC Client Services Representative to greet and register WIC participants in a prompt, pleasant, and helpful manner and assess client eligibility in accordance with WIC state guidelines. As a member of our growing team, you will feel at home in a fun and diverse community of healthcare professionals. Our goal is simple: improving access to healthcare in our community and surrounding areas.

What you will do:

- Answer WIC phone lines, respond to caller inquiries
- Coordinate, schedule, and enter client appointments into system
- Determine client eligibility according to established guidelines
- Verify applicant residency, income, insurance to complete patient registration
- Encourage WIC participant to use nutrition education component

Requirements:

- 1 year of Office Experience

Education Requirements:

- High School diploma / GED

This position is full-time with benefits. We offer competitive pay, health and dental insurance, 403(b) retirement plan, PTO, and paid holidays.

Interested? Send a resume along with cover letter to NHC Human Resources Department at: PO Box 11949, Fort Wayne, IN 46862, or by email to: hrdept@nhci.org. You may also fax your information to 260-969-2911.

Neighborhood Health is an Equal Opportunity Employer. Neighborhood Health does not exclude people or treat them differently for any aspect of the organization because of race, color, national origin, age, disability (physical or mental), or sex (including sexual orientation).